

ANNOUNCEMENT NUMBER: 14-34

OPEN TO: All interested candidates

POSITION: Language Instructor
FSN-07; FP-7

OPENING DATE: 10/03/2014

CLOSING DATE: 10/17/2014

WORK HOURS: Full Time (40 hours per week)

SALARY: Actual salary and grade will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details click on: <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking applications from **qualified individuals** for the position of **Language Instructor** in the Human Resources Office.

BASIC FUNCTION OF POSITION:

This position located in the Post Language Program Office and the incumbent reports to the RHRO. Incumbent serves as Language Instructor for the Mission to include developing materials and teaching classes in French and local languages to Direct Hire (DH) Americans and EFMs. Participates in and/or coordinates a variety of special projects, including the Mission quarterly cross-cultural orientation event. Provides basic translation and interpreting services as requested.

Complete position description is available in the Human Resources office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1 . Education:** Bachelor Degree in French literature with emphasis on language teaching.
- 2 . Prior Experience:** Two to Three years of experience in teaching French language as a foreign language to non-French speakers.
- 3 . Language Proficiency:**

List both English and host country language(s) proficiency requirements by level (11, 111) and specialization (sp/read):

French: Possess a demonstrated Level IV proficiency in French. This level of language proficiency is achieved through acculturation in the French language, and cultural environment in France and/or a Francophone country.

English: Demonstrate, in a personal interview an ability to speak and understand English sufficiently to perform instructor duties at Level 3/3. Level IV (Fluent) Spoken Hausa and/or Zarma.

4 . Job Knowledge:

Excellent knowledge of grammar, idiom, syntax, and pronunciation of French. Excellent teaching skills and a thorough knowledge of language teaching methodology. Possess the cultural background of France, or a Francophone country.

5 . Skills and Abilities:

Ability to develop the appropriate didactic materials to support an efficient language program. Excellent interpersonal skills at all levels. Ability to motivate students, keep them interested and eager to continue enhancing their language skills. Computer and office hardware proficiency.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at: <http://Niamey.USEmbassy.gov>;or
2. A current résumé or curriculum vitae that provides the **same information** as the Universal Application for Employment (see Appendix B);or

A combination of both; i.e. Sections 1 -24 of the Universal Application for Employment along with a listing of the applicant's work experience attached as separate sheet; plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Attention: Human Resources Office
American Embassy
BP 11201
Niamey, Niger

POINT OF CONTACT

Human Resources Office
Telephone: (227) 20-72-26-62, Ext. 4015/4479

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: 10/17/2014 at 13:00

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such

complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.